

Team: Financial Management System

Date:

INPUT DRAFT-ILLUSTRATIVE

Action Plan Summary

| Key Assumptions | | | | | |
|--|---------|--|---|----------------|----------------|
| <ul style="list-style-type: none">– FMS will interface with Accounting to insure that functions are appropriately designed and integrated.– FMS will interface with Financial Reporting to insure that functions are appropriately designed and integrated | | | | | |
| Team Goals | | | Key Success Indicators | | |
| <ul style="list-style-type: none">– Ensure operational readiness and implement FMS phase III & VI– Train and retool SFA organization– Implement fully functioning FMS operations team.– Design and implement an FMS Implementation process <p>Additional Goals</p> <ul style="list-style-type: none">– Ensure that employees feel free to do whatever is necessary to meet our customers needs– Assess the value we provide to our clients and measure their satisfaction with our products and services– Encourage cross-organizational leadership– Train and mentor to develop necessary management and leadership skills and behaviors– Empower employees and let them have input into critical decisions– Create processes for two way communication and acknowledging feedback– Define and clearly communicate performance expectations and measure results– Encourage and reward innovation and accountability– Create an environment which encourages people to constructively work together to achieve shared goals | | | <ul style="list-style-type: none">– Phase III and VI implemented– All applicable SFA personnel are trained to use FMS– All FMS functions are being performed with FTEs allocated– Continually evaluate against previously published measures of success starting immediately and reporting quarterly | | |
| Process/Function | Current | Total | Role In Goal Achievement | | |
| – FMS | 6 | 6 | – Implement the different phases of FMS and ensure operational readiness. They will also help retrain and retool SFA Set up an evaluation process for FMS. | | |
| – Unassigned to be FTEs | 0 | 19 | – These resources do not have roles yet. | | |
| Total | 6 | 25 | | | |
| Key Actions | | Impact | Start | Complete | Responsibility |
| Continue with operational readiness reviews and implementation of different phases. | | Ensures that FMS will continue to gain functionality and effectiveness | Already started | Ongoing | Stoner |
| Create and implement training for FMS users | | SFA personnel able to use FMS effectively | Once FMS is ready | 2 months later | Stoner |
| Obtain clarification and agreement on FMS roles and responsibilities between SFA channels, CIO, CFO and ED | | This will enable improved planning | 01/01/01 | 02/01/01 | Stoner |
| Based on decisions made in previous step define FTEs and roles needed for FMS operations and future support. | | This will allow FMS to create a staffing plan and provide a clear vision of a fully functioning FMS operations team. | 02/01/01 | 04/01/01 | Stoner |
| Benchmark FMS Performance and begin evaluating FMS effectiveness quarterly based on original numbers | | Allows FMS management see the effect of the decisions they make and allow for more effective planning | Immediately | Ongoing | Stoner |

Function/Activity Detail

| Process/Function | FTE's | Description of Key Work Activities |
|---|-------|------------------------------------|
| FMS | | |
| Resolution of issues related to FMS implementation | .65/0 | |
| Implement FMS-Phase II | .15/0 | |
| Ensure Operational Readiness for FMS-Phase II | .4/0 | |
| Cross- Pollinate with Other IPTs on FMS Issues | .4/0 | |
| Implement FMS- Phase III | 2.9/0 | |
| Ensure Operational Capability for Phase III | .1/0 | |
| Coordination of OCFO | .35/0 | |
| Train and Retool SFA Organizations | .25/0 | |
| Reengineering, Business Processes and Change Management | .05/0 | |
| Project Support & Crises | .75/0 | |
| Unassigned To-Be FTEs | 0/19 | |
| | | |
| Total | 6/19 | |